

VACANCY NOTICE

2006-25

CS-376
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | TITLE OF POSITION: <u>Executive Director/Tax Administrator</u> | CLASSIFICATION CODE: <u>02681800</u> |
| | SALARY RANGE: <u>(150) (107,329-118,990)</u> | REFERENCE POSITION NO.: <u>2450-10000-3</u> |
| | Department or Agency Name <u>Administration</u> | APPLICATION PERIOD: <u>04/22/06-04/28/06</u> |
| | Division/Section/Unit <u>Taxation</u> | |
| | Assignment(s) / Comments _____ | |
| | Shift and Days: <u>1st (Monday-Friday)</u> | Job Location: <u>One Capitol Hill, Providence, RI 02908</u> |
| | Restrictions/Limitations: <u>n/a</u> | |
| | Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> | |
| | Name of Bargaining Unit Union: _____ | |
| | There is _____ is not _____ a Civil Service List for this position | See A/B or Both for Specific Instructions |
| NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply. | | |
| General Information to Candidate | INSTRUCTIONS: | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. | |
| | Most Important - Please include the following information: | |
| | • The title of the position for which you are applying | • Name of department where you are currently employed |
| | • Title of your present position and date you entered it | • Your business telephone number |
| | • Date you entered State service | • Present Union Affiliations |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | |
| | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS | |
| • Reasonable Accommodations: | | |
| If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. | | |
| • Medical Information: | | |
| Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | | |
| Statement of Duties | DUTIES / RESPONSIBILITIES: | |
| | Overall responsibility for a comprehensive statewide program of revenue services within the Division of Taxation, entailing the assessment and collection of all revenue under the control of the Tax Administrator. The Tax Administrator is responsible for analyzing and evaluating the state's revenue structure and making recommendations to the Director of Administration, Governor or legislative committees. The Tax Administrator should have a thorough knowledge of federal and state tax laws, principles and practices involved in fixing tax liability and in the assessment and collection of taxes and revenues, strong interpersonal skills and strong communication skills. | |
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| Minimum Education & Experience | EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: | |
| | (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) | |
| | Education: Such as may have been gained through: Graduate Degree in Taxation, Accounting, or an alternatively relevant degree is required; and | |
| | Experience: Also extensive and progressive experience as a senior manager with responsibility for the assessment and collection of taxes and fees within a comprehensive revenue services program is required. The ideal candidate should be a flexible self-starter with analytical and creative problem solving skills that has the ability to make sound decisions and a desire to contribute to organizational goals and personal growth. Also should be enthusiastic, proactive, positive and a strong leader with the ability to evaluate current practices and procedures and recommend changes. Excellent supervisory skills, the ability to direct a large staff engaged in determining tax liability and the assessment of state taxes and revenues and knowledge of contemporary technology and cash management practices is necessary. | |
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| Where to Apply | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: | |
| | Lisa Middleton | Telephone #: <u>(401) 222-2535</u> |
| | Office of Personnel Administration | Fax #: <u>(401) 222-6391</u> |
| | One Capitol Hill | TTY/TDD #: <u>7 1 1</u> |
| | Providence, RI 02908 | (Telecommunication Device for the Deaf) |
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STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER